



Overview

Project management is a rapidly growing profession. Regardless of your career stage, the Certified Associate in Project Management (CAPM)® is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on — or with — project teams.

The **CAPM certification** offers international recognition to practitioners who are interested in or are just starting a career in project management, as well as project team members who wish to demonstrate their project management knowledge. This certification denotes that the individual possesses the knowledge in the principles and terminology of A **Guide to the Project Management Body of Knowledge (PMBOK® Guide)**, which outlines generally recognized good practices in project management.

This knowledge can be applied to on-the-job experiences that help develop growing levels of competence in the practice of project management. Individuals who carry the **CAPM designation** after their name enjoy a high level of credibility from **Project Management Professional (PMP)®** certification holders, project managers, employers, and peers.



Duration

3 Days (08:30 – 16:00)



Pre-requisites

Candidates must also have a minimum high school diploma or equivalent and meet one of the following:

- 1,500 hours of project experience – OR
- 23 hours of project management education completed by the time you sit for the exam



Course Outline

Project Management and Processes in Context

- Understand/recognize project management terminology, process groups, and knowledge areas
- Understand the relationships between process groups and knowledge areas
- Recognize where outputs from one process become inputs into another
- Recognize that the same techniques and tools are used on several places

Project Integration Management

- Define the six processes typically associated with integration management
- Identify and describe the ITTOs associated with those six processes
- Describe the uses and components of a project management plan
- Describe the purpose of, and procedures related to project change management

Project Scope Management

- Define the six processes typically associated with project scope management
- Identify and describe the ITTOs associated with those six processes
- Describe the purpose and elements of a Work Breakdown Structure (WBS)
- Describe the purpose and elements of a requirements document

Project Time Management

- Define the seven processes typically associated with project time management
- Identify and describe the ITTOs associated with those seven processes
- Perform simple calculation of activity estimates
- Describe the purpose and procedures related to sequencing activities
- Interpret various types of network diagrams to identify critical path activities

Project Cost Management

- Define the four processes typically associated with project cost management
- Identify and describe the ITTOs associated with those four processes
- Understand the concept of Earned Value Management (EVM)

Project Quality Management

- Define the three processes typically associated with project quality management
- Identify and describe the ITTOs associated with those three processes
- Identify and know when to use quality tools and quality control tools
- Apply quality tools to simple scenarios to identify issues, root causes, trends, and/or problems

Project Human Resource Management

- Define the four processes typically associated with project human resource management
- Identify and describe the ITTOs associated with those four processes
- Interpret an organization chart and position descriptions for a project team
- Identify the specific differences between operational and project team management
- Identify and describe the five general techniques for managing conflict

Project Communication Management

- Define the three processes typically associated with project communication management
- Identify and describe the ITTOs associated with those three processes
- Identify and describe the communications skills necessary for project management
- Outline the components contained in a communications management plan

Project Risk Management

- Define the six processes typically associated with project risk management
- Identify and describe the ITTOs associated with those six processes
- Perform simple qualitative risk calculations

Project Procurement Management

- Define the four processes typically associated with project procurement management
- Identify and describe the ITTOs associated with those four processes
- Identify various types of fixed-price, cost-reimbursable and Time and Material contractual agreements

Project Stakeholder Management

- Define the four processes typically associated with project stakeholder management
- Identify and describe the ITTOs associated with those four processes
- Describe the four classification models used for stakeholder analysis